

PERSONNEL OFFICE SURVEY REPORT

I. ORGANIZATIONAL COMPONENT

- A. Office of Communications
- B. Administrative Staff
- C. Personnel Branch
- D. Domestic Section
- E. Office of the Chief

II. BRIEF FUNCTIONAL STATEMENT - Including Reporting Authority, Number of Personnel Currently Assigned to Component and Proposed Personnel Requirements

The Chief, Domestic Section is under the general supervision of Chief and Assistant Chief, Personnel Branch, and is assigned the following functional responsibilities:

- A. Plans and supervises the activities of three units; namely,
 - 1. Personnel Processing Unit which is responsible for interviewing and scheduling appointments for all personnel entering on duty, personnel processing to and from overseas assignments, personnel processing for Temporary Duty assignments overseas, and personnel leaving the Office of Communications - transfer or resignation.
 - 2. Personnel Transactions and Records Unit which is responsible for maintenance of Personnel Kardex System, preparation of Headquarters personnel actions, central control of personnel actions being processed within Office of Communications and transmitted to Personnel Division (Covert) and preparation of periodic and special personnel and statistical reports for Office of Communications.
 - 3. File Unit which is responsible for maintenance of Office of Communications personnel files, maintenance of Administrative Staff general subject files, control and distribution of Administrative Staff correspondence, pouch and cable material, and providing courier service for the Administrative Staff.
- B. Reviews Personnel Action Requests (Grade GS-12 and below) for accuracy and adherence to established policy and signs for the Chief, Personnel Branch.

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D. Serves as alternate Career Service Board ~~Member~~ *Executive Secretary*

E. Provides internal employee services to departmental employees.

F. Reviews applicant files sent to Office of Communications by Personnel Division (Covert) Placement Branch and evaluates experience, character, and general suitability of the individual for employment by the Office of Communications.

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There are currently assigned to Office of Chief, Domestic Section, three people; namely, [REDACTED] Chief, Domestic Section, [REDACTED] Administrative Assistant, and [REDACTED] Personnel Clerk. The proposed Table of Organization request submitted by Office of Communications for the Office of Chief, Domestic Section, provided for two positions.

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The three Units currently operating under the Domestic Section are staffed as follows:

1. Personnel Processing Unit has two people currently assigned; [REDACTED] Unit Chief, and [REDACTED] Personnel Clerk. The proposed Table of Organization request provided for two positions.

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2. Personnel Transactions and Records Unit has two people currently assigned; namely, [REDACTED] Unit Chief (Military - pending discharge), and [REDACTED] Clerk, training to replace [REDACTED]. The proposed Table of Organization request provided for three positions.

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3. File Unit has two people currently assigned; namely, [REDACTED] Unit Chief (on leave), and [REDACTED] (Military - pending discharge). The proposed Table of Organization request provided for three positions.

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III. DETAILED FUNCTIONAL RESPONSIBILITIES CURRENTLY ASSIGNED TO THE ORGANIZATIONAL COMPONENT

The Chief, Domestic Section is responsible for planning the work program, supervising and/or performing the following tasks:

A. Supervises the Personnel Processing Unit, Personnel Transactions and Records Unit and File Unit (for detailed information regarding functional responsibilities of these components see attached report for the appropriate Unit).

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B. Reviews and signs for the Chief, Personnel Branch, all Office of Communications Personnel Actions up through GS-12. This signifies that the action has been properly prepared, adheres to established personnel procedure and has been approved by the Career Service Board.

C. In the absence of the Career Service Board *Executive Secretary*, the Chief of the Domestic Section serves as alternate (see attached report for the Career Service Board).

D. Reviews all requests by operating Divisions for personnel actions affecting Departmental [REDACTED] Personnel in Grades GS-7 and below. Instructs the Transactions and Records Unit on the preparation and processing of the Personnel Action Request (S.F. 52).

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E. Insures the accuracy and completeness of all actions prepared by the Foreign Sections, and for processing through the Personnel Transactions and Records Unit for recording of action, signature on S.F. 52, and logging of action to Personnel Division (Covert).

F. Insures that Career Service Board actions are properly initiated either by the Personnel Transactions and Records Unit for Departmental [REDACTED] or the appropriate Foreign Section on foreign field actions. Maintains follow-up on Board actions and obtains concurrences required for such actions.

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G. Reviews, coordinates and distributes all applicant files for the Office of Communications in the following manner:

1. Receives all incoming applicant files from Personnel Division (Covert) Placement Branch. Reviews each file for general suitability of the applicant and for possible additional shopping within Office of Communications, where appropriate.

2. Forwards the file to the Division recommended by the Placement Officer for review, evaluation and possible pickup.

3. Applications for positions GS-7 and below:

a. If a division is interested in an individual and will accept him on the basis of a field recruitment interview report, the application is forwarded to Assistant Director for Office of Communications for his review and approval. The Assistant Director for Office of Communications passes final judgment on all candidates for employment with the Office of Communications. Upon the Assistant

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Director for Office of Communication's approval, the Chief, Domestic Section insures that the S.F. 52 is prepared, applicant's file (Communications) is set up, thumbnail sketch of individual is prepared, any waivers necessary are written, such as those required by CIA Regulations [REDACTED] signs Personnel Action Request for Chief, Personnel Branch, and forwards same to Personnel Division (Covert) for processing. Upon the Assistant Director for Office of Communication's disapproval, returns file to Personnel Division (Covert) Placement Branch with reason for disapproval.

4. Application for positions of GS-3 and above:

The same procedure above is followed except that the interested Division submits a memorandum with the file to the Chairman of the Career Service Board for review and approval. When the Board has made its recommendation, the file is forwarded to the Assistant Director for Office of Communications for final approval. Processing follows same routine as in subparagraph 3 above, as required.

5. In the majority of cases reviewed by the Office of Communications, the Placement Officer indicates to the Domestic Section the Division which should be interested and the grade for which the individual is qualified. Placement does not indicate the slot to be encumbered; this is left to the Division Chief or to the Chief, Domestic Section, who will either quiz the Division Chief or slot as he sees fit.

6. Of the cases submitted by Placement, approximately 50 to 70% are acceptable. The remaining 30 to 50% are rejected by the Division Chief; Career Service Board; Chief, Domestic Section; and the Assistant Director for Office of Communications for various reasons which are determined on the basis of information regarding experience, education, character, etc.

7. If Placement Officer does not suggest or recommend a Division, Chief, Domestic Section will review the file, noting: background and experience, education (formal and technical), stability, military experience, character, and general suitability. On the basis of this review, the file is forwarded to a Division Chief, or returned to Personnel Division (Covert), as appropriate.

8. In connection with the above processes, when a personal interview is desired by Office of Communications, Chief, Domestic Section arranges through Personnel Division (Covert) for this interview.

H. Personally insures the review of files of surplus personnel (such as DD/P/EE, [REDACTED]) with Personnel Division (Covert) for the purpose of selecting employees who appear to qualify for Communications positions and instructs the Personnel Division (Covert) Placement

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Officer to forward such files to the Office of Communications for further detailed review and shopping. Upon receipt of the personnel file in the Office of Communications, makes another detail review of such files and summarizes the individual's background, education and experience, and forwards the file to the appropriate Division for additional technical review towards possible employment.

I. Under the supervision of Chief, Personnel Branch, is responsible for investigating and preparing initial reports outlining details of circumstances concerning compensation claims of Departmental and [REDACTED] Field employees. Supervises the preparation of necessary standard government forms and papers for signature of Branch Chief and forwards same to Central Personnel Office. Works with the Research and Planning Staff to insure that the pertinent facts are properly presented. 25X1A6a

J. Is responsible for processing of all Marriage Cases of Communications employees to Foreign Nationals and obtains the necessary data required to complete such cases. Also serves as the coordination point between Field Stations and Headquarters regarding such matters.

K. Initiates requests for Military Personnel, at the request of the Operating Division, and forwards such requests to Military Personnel Division.

L. Insures that Military Personnel are properly assigned and slotted in positions commensurate with their grade or rank. When advised by the Military Personnel Division of an increase in promotion quota, the Chief, Domestic Section requests the appropriate Division to submit an efficiency report and recommendation. This Section prepares the formal recommendation for promotion, signs for the Chief, Personnel Branch, and forwards to the Military Personnel Division for processing.

M. Personally reviews the "Periodic Pay Increase" listing transmitted from Personnel Division (Covert) to insure that each individual listed does not have a break in service, and insures that the individuals have satisfactory service records for the period covered.

N. Is responsible for preparation of request for Leave Without Pay, Military Leave, Maternity Leave, etc., at the request of the Operating Divisions. Forwards the request to Chief, Personnel Branch for review and transmittal to Employee Relations Branch, Personnel Division (Covert).

O. Is responsible for preparation of requests for special types of security clearances, such as those required for foreign indigenous personnel and American Contract Employees, and coordinates such processing between Headquarters and the various Field Stations.

P. Reviews and coordinates with the Office of Personnel Director all draft deferments and permits to leave the country.

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R. Insures the preparation of Personnel Evaluation Reports for all Office of Communications personnel. Personally reviews all personnel evaluations for the Assistant Director and the Evaluation Officer. On noting derogatory statements, personally makes thorough investigation to obtain a detailed statement of facts.

S. Responsible for the preparation of personnel reports for the Office of Communications as follows:

1. Submits a weekly report to Personnel Division (Covert) on clerical vacancies.

2. Prepares a monthly strength report as to the over-all positions under Communications control, whether directly or indirectly. This report shows:

a. Over-all strength

b. Foreign Area Strength

c. Project Strength

d. Departmental Strength

e. DD/P assignments; i.e., those Communications positions shown under DD/P Table of Organization.

The Chief, Domestic Section indicated that the strength report provided by Research and Planning Staff only shows the strength of those positions directly under the Office of Communications official Table of Organization. However, Research and Planning Staff does have a notation at the bottom of its report stating that there are certain Communications positions in DD/P, but does not break down by location, project, or otherwise. Office of Communications cannot plan their strength and categories of position based only on a figure, but must break the figure down. This report is also used by Office of Communications in preparing annual and semi-annual budget estimates and for the planning of personnel requirements.

3. In addition, is responsible for the preparation of special reports such as:

a. Grade distribution - showing actual title and grade of slot versus grade of incumbent.

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- b. Promotion ratio by grades
- c. Promotion availability data reports
- d. Statistical reports on Career Service Board activity showing actions approved by the Board versus those disapproved.

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U. Coordinates requests for changes in Departmental Tables of Organization with appropriate Division and insures that request contains sufficient justification for transmittal to Classification and Wage Division for approval.

V. Responsible for interviewing Communications personnel who have varied personal problems; furnishes advice and assistance in solving such problems where possible, or refers case to Personnel Division (Covert), Employee Relations Branch.

W. Advises Office of Communications Divisions as to Agency and Personnel office policies.

X. Personally maintains liaison with the various components of the Personnel Office, Communications, and other Agency segments as required.

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II. BRIEF FUNCTIONAL STATEMENT AND RELATED INFORMATION PERTAINING TO CURRENT ASSIGNMENT OF [REDACTED]

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A. [REDACTED] is currently assigned to Office of Chief, Domestic Section, performing special assignments pertaining to:

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- 1. Marriages of Employees to Foreign Nationals.
- 2. Compensation Claims for Departmental and [REDACTED] Field Employees.
- 3. Security Clearances for indigenous and American Contract Employees.

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The proposed Table of Organization submitted by Office of Communications does not provide for this position.

III. DETAILED STATEMENT OF DUTIES CURRENTLY ASSIGNED TO [REDACTED]

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A. Marriage of employees to Foreign Nationals - Office of Communications employees who marry Foreign Nationals are processed by [REDACTED] as follows:

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- 1. The various foreign field areas forward to Headquarters, Domestic Section, the employee's request for permission to marry. The papers are checked to insure that a Personal History Statement, Resignation, Efficiency Report and other pertinent documents are complete and all necessary information is included; if not, he cables to field

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for the additional information. (Resignation papers are required inasmuch as when an employee marries a Foreign National the security implications are quite grave, and if a review of the case is unfavorable, the resignation is immediately accepted.)

Upon receipt of the request by the Domestic Section it is logged and forwarded to Office of Communications, Security Division, which takes the initial action in determining whether the employee's cryptographic clearance will or will not be revoked. Upon receipt of decision from Communications Security Division, a memorandum is prepared for submission to the Career Service Board for final decision regarding the employee's continued employment with Office of Communications.

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2. If the CSB decision is affirmative, a request for waiver of [REDACTED] is prepared for the signature of the Assistant Director for Communications. Upon approval by the Security Office, the employee is placed in a non-sensitive position.

3. If the CSB decision is negative, a summary of the case is prepared for transmittal to Personnel Division (Covert), who shops the case for possible employment in some other office in the Agency. At this point, a cable is prepared and sent to the Field Station concerned, advising of the status of the case, such as decision regarding cryptographic clearance, CSB decision, facts concerning PD(C)'s shopping of the case for possible employment in another office within the Agency. Unless there is interest elsewhere in the Agency regarding subject's continued employment, employee's resignation is accepted and he will be required to return to Headquarters within forty-five days from date of marriage.

4. Upon notification by PD(C) that no interest is shown by another office within the Agency, the employee is advised that his spouse may be returned to the U. S. at government expense, but that his return will normally not be delayed beyond the forty-five day limitation regardless of spouse's status.

5. Upon notification by PD(C) that interest is shown by another Office within the Agency, all papers are transmitted to PD(C) for forwarding to the appropriate receiving Office.

6. Under any of the circumstances above, the Alien Affair Officer, Security Office, is requested to assist in obtaining the necessary visas for the return of the employee's spouse in the event of marriage.

7. After completion of the case, a summary report setting forth all facts concerning the case is prepared for the Office of Communications personnel folder.

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B. Compensation Claims for Departmental and [REDACTED] Field Employees:

[REDACTED] processes compensation claims for Headquarters and [REDACTED] Field employees. This entails having employee and supervisor fill out pertinent portions of forms CA-1, CA-2, and CA-4. A covering memorandum is then prepared to accompany the forms to the Personnel Office, Compensation Claims Officer, stating that the Office of Communications has no objection to submission of the forms to U. S. Department of Labor, Bureau of Employee Compensation. [REDACTED] Appropriate statements by employees are prepared to substantiate the claim or to clarify periods of sickness and location of treatment; copies of medical bills are attached to prove expenditures if reimbursement is being claimed. When all forms are completed and checked to insure that pertinent facts are presented, the case is forwarded to the Personnel Office, Compensation Claims Officer.

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In addition, cases are coordinated with Employee Relations, PD(C), particularly when advanced sick leave or financial hardships are involved.

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2. [REDACTED] processes Security Clearances for American Contract Employees as follows:

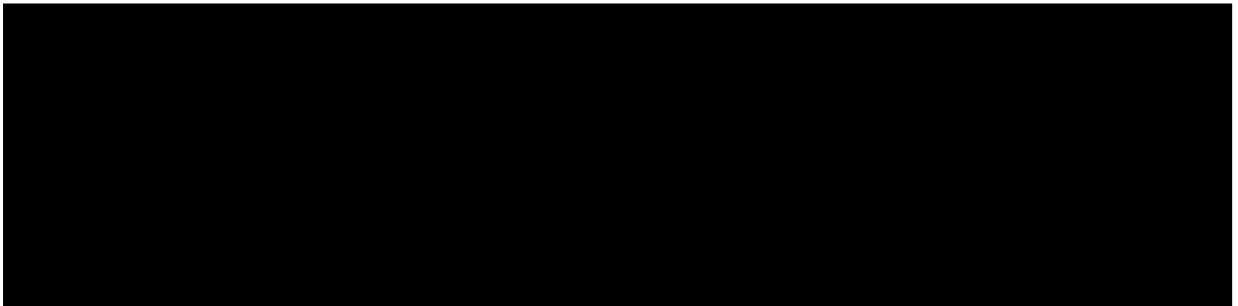
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Request and forms PRQ-1 and PRQ-2 are checked for completeness when received from the field. If the person has been previously employed by CIA, no further check is necessary. If the person has not worked for CIA, a memorandum is prepared and forms are transmitted to [REDACTED], requesting name-check. Upon return of request from [REDACTED] stating derogatory facts, incumbent notifies field by pouch not to hire, or if there are no derogatory facts, authorization is given to hire with the restriction that since the subject is not cryptographically cleared, he can not be used in any way requiring work with cryptographic materials.

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